

## Merchandise Support Officer

Hays | Retail • Sydney CBD NSW



Base pay

\$50,000 - \$55,000



Work type

Full time



Contract type

Permanent

### Full job description

Are you ready to join a Global Retail Head office, with a beautiful environment and network based here in Sydney?

Have you always dreamed of moving your supportive administration, scheduling or invoicing skills into a retail environment? This could be a perfect role in which you can carry your transferable skills into a retail HQ, joining the best of the best and supporting a really busy team!

Varied role for an experienced Retail Administrator and Merchandise/Buying support employee. This role will support with Global Buying Offices for all departments.

In this position, you will prepare orders with all the pertinent Import information. Review all information on orders, including but not limited to, ship /cancel dates, exiting port, ticket dates, vendor numbers, pack information and ensures established guidelines are adhered to.

- Delivers orders on a daily basis, for additional preparation and review.
- Maintains high quality standards for accuracy and timeliness of work.
- Prepares and processes all CIRs appropriately
- Receives and files all POs and Distros accordingly
- Updates the PO Tracker daily
- Reviews CIR Mark On to ensure it meets Depts requirements
- Ensures the Vendor receives their CIR, POs and Distros.
- Acts as a Liaison between the Global Buying offices and divisions for the resolution of all questions, concerns and problems associated with the transmission and processing of CIR's POs and Distros.

You enjoy communicating with Global Buying office MA's, Buyers and Management, as well as Home office Planning and Allocation and Accounts Payable.

Your attention to detail, organisation skills and efficiency will support with clarifying existing information on the CIR, POs and Distros or obtaining missing

### Job details



Date posted

05 May 2022



Expired On

06 Jul 2022



Category

Retail



Occupation

Merchandiser & Product Planner



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CIR's POs and Distros or information needed for timely entry of orders.

Truly, you are the backbone of the Merchandise & Planning department. Your role will offer variety, you will continuously upskill in various areas with the opportunity to support various retail teams.

This company value their employees continued career growth and personal plans, they are known to internally promote into other areas of the business or add new responsibility or special projects to those who are hopeful to learn more!

Initially this is a six month permanent role (annual leave, personal and sick leave entitled too!)

\$50-\$55K+Super

Given the nature of their onboarding, the position will continue to "roll" onto the next six month contract each time.

**LHS 297508 #2646874**